



INDIAN OIL CORPORATION LIMITED

**(Marketing Division)
Southern Region**

Advertisement No. IOCL/MKTG/SR/APPR/2016 -17

Notification for engagement of Apprentices under Apprentices Act,1961

Indian Oil Corporation Limited, the largest commercial undertaking in India and a Fortune “Global 500” Company, as a measure of Skill Building Initiative for the Nation, proposes to engage Apprentices **at its Operating Locations in States of South India (Tamil Nadu & Pondicherry, Karnataka, Kerala, Andhra Pradesh & Telangana).**

Applications are invited from candidates meeting the following qualification & other parameters for engagement as Apprentices under Apprentices Act, 1961/1973 (as amended from time to time) in the Trade/Disciplines mentioned below:

A. Educational Qualification, Provisional Number of seats in Apprentice category including likely reservation shall be as follows. The consolidated stipend payable shall be as mentioned below. Reservation will be applicable as per the prescribed percentage for recruitment applicable to the State of **Tamil Nadu & Pondicherry, Karnataka, Kerala, Andhra Pradesh & Telangana.**

STATE	Discipline Code	Discipline	Total	UR	SC	ST	OBC (NCL)	PW D	Stipend
Tamil Nadu & Pondicherry	01	Technician Apprentice MECHANICAL	38	22	7	0	9	0	7530*
	02	Technician Apprentice ELECTRICAL							
	03	Technician Apprentice INSTRUMENTATION							
	04	Trade Apprentice-Laboratory Assistant	2	0	0	0	0	2(1-OH; 1-HH)	6970*
Karnataka	05	Technician Apprentice MECHANICAL	17	10	2	1	4	0	7530*
	06	Technician Apprentice ELECTRICAL							
	07	Technician Apprentice INSTRUMENTATION							
Kerala	08	Technician Apprentice MECHANICAL	11	8	1	0	2	0	7530*
	09	Technician Apprentice ELECTRICAL							
	10	Technician Apprentice INSTRUMENTATION							
Telangana	11	Technician Apprentice MECHANICAL	10	7	1	0	2	0	7530*
	12	Technician Apprentice ELECTRICAL							
	13	Technician Apprentice INSTRUMENTATION							
Andhra Pradesh	14	Technician Apprentice MECHANICAL	11	8	1	0	2	0	7530*
	15	Technician Apprentice ELECTRICAL							
	16	Technician Apprentice INSTRUMENTATION							
TOTAL			89	55	12	1	19	2	

NOTE: * Based on 90% of the semiskilled wages of State or Central whichever is higher for that location subject to a minimum of Rs 7530/-.An additional Rs 2500/- shall be paid in case the 90% wages are more than Rs 7530/- for Technician Apprentice.

*70-90% of semi-skilled wages of State or Central whichever is higher for that location subject to a minimum of Rs 6970/-.An additional Rs 2500/- shall be paid in case the 70-90% wages are more than Rs 6970/- for Trade Apprentice(Laboratory Assistant).

*Consolidated stipend is subject to the periodic revision in minimum wages as applicable to particular location.

Prescribed Qualification/Eligibility Criteria:

1. **For Discipline Code 01/05/08/11/14-Technician Apprentice-Mechanical:** 3 Years full time regular/sandwich diploma in Mechanical Engineering.
2. **For Discipline Code 02/06/09/12/15-Technician Apprentice-Electrical :**3 Years full time regular /sandwich diploma in Electrical Engineering/Electrical & Electronics Engineering.
3. **For Discipline Code 03/07/10/13/16-Technician Apprentice-Instrumentation:** 3 Years full time regular/sandwich diploma in Instrumentation Engineering/Instrumentation & Control Engineering.
4. **For Discipline Code 04-Trade Apprentice-Quality Control :** 3 Years full time B.Sc (Physics, Maths, Chemistry/Industrial Chemistry).
5. **Reservation for PWD Candidates for the Discipline Code 04:** OH-One arm affected or one leg affected or HH (Partially deaf) (For Quality Control Only-Laboratory Assistant).
6. The qualification prescribed shall be from a recognized University/Institute **as a full time , regular/sandwich Diploma course in Engineering/ full time,regular course in B.Sc in relevant disciplines** with minimum 50% marks in aggregate for General & OBC candidates and 45% marks in aggregate in case of SC/ST/PWD candidates against reserved positions.
7. **For Discipline Code 04: PWD** candidates with less than 40% of permanent disability are NOT eligible. The PWD candidates are required to submit a Disability Certificate issued by Competent Authority as per the Persons with Disabilities (equal opportunities, Protection of Rights and Full Participation) Amended Rules, 2009, failing which their candidature as PWD candidates will not be considered. Persons with Disabilities (OH and HH) must be capable of performing the task assigned to them/take instructions using suitable aids and appliances.
8. The candidates should **NOT** have undergone Apprenticeship earlier or pursuing Apprenticeship Training as per the Apprenticeship Act, 1961/1973 as amended from time to time.
9. Candidates, who had training or job experience for a period of one year or more after acquiring the prescribed qualifications, shall **NOT** be eligible for being engaged as Technician Apprentice.
10. The applicant for the position of Technician Apprentices should **NOT** have completed three years after passing of the qualifying examination as on **01.12.2016**.
11. **In case the date of Declaration of result is not mentioned in the Mark Sheet, the candidate must submit a certificate mentioning the date of publication of result from the Principal of the Polytechnic/College/Institute from where the candidate pursued his Diploma course, along with his application form.**
12. Candidates registered with Local/State Employment Exchange(s)/Vocational Rehabilitation Centre for Person with Disability (PWD) and meeting the prescribed eligibility criteria, are required to **apply Online, failing which their candidature will not be considered.**

13. Candidates with qualification acquired through Distance Learning Mode or Part Time Mode or Correspondence mode shall **NOT** be considered.

14. Candidates possessing higher professional qualifications such as B.E or equivalent, MBA or equivalent or MCA shall **NOT** be considered. Suppression of information regarding possession or pursuing higher qualification shall render a candidate ineligible for consideration at any stage of selection/termination or any time during engagement.

B. Age: Minimum 18 years and maximum 24 years as on **01.12.2016** (Relaxable by 5 years for SC/ST i.e. up to a max of 29 yrs., 3 years for OBC i.e. up to a max of 27 yrs., for the posts reserved for them).

Candidates belonging to PWD categories shall be given age relaxation up to 10 years (up to 15 years for SC/ST and up to 13 years for OBC (Non-Creamy layer) candidates).

C. Period of Apprenticeship Training: 12 Months for Technician Apprentice in Mechanical, Electrical and Instrumentation and 18 months for Trade Apprentice-Laboratory Assistant. The service conditions of the apprentices so selected would be governed by The Apprentice Act 1961 as amended from time to time.

D. Selection Methodology:

1. The Selection process would consist of two stages i.e. written test & personal interview. The written Test will be of two hours duration & would mainly comprise of objective type questions on the relevant discipline. However there would be some questions on general knowledge, awareness & reasoning also. The questions would be in bilingual i.e. English & Hindi. The written test would carry a weightage of 85% and the weightage for interview will be 15%.
2. The candidates will have to qualify successfully through each stage of the selection process i.e. Written Test and Personal Interview (Minimum 40%, relaxable by 5% for candidates from SC/ST/PWD categories against reserved positions) and Pre-employment medical fitness for being adjudged suitable for engagement.
3. Candidates are advised to ensure that they are medically fit as per Indian Oil's pre-employment medical standard. Candidates are advised to go through the "Guidelines and Criteria for physical Fitness for Pre-employment medical Examination" before they commence the application process. The guidelines are available in the following link :www.iocl.com->careers->Pre-employment_Guiding_Principles11th_mar_2011.pdf

E. Concessions /Relaxation:

1. SC/ST/PWD candidates appearing for written test/interview will be reimbursed single second class railway fare from the nearest railway station of the mailing address to the place of test/interview and back by the shortest route on production of ticket, provided the distance is not less than 30 KMs.
2. SC/ST/OBC (NCL-Non Creamy Layer) candidates applying for Unreserved (UR) seats shall be considered subject to their fulfilling the standards applicable to candidates belonging to general category.

F. General Instructions:

1. Candidates are advised to carefully read the full advertisement for details of educational qualification and other eligibility criteria before submission of online application on or before **13.02.2017**

2. If the application is not submitted in the line with the eligibility criteria, terms & conditions, then the application is liable for rejection.
3. The last date for submission of on-line application is **13.02.2017** .Candidates are requested to apply sufficiently in advance before the closing date.
4. All the candidates are advised to keep the copy of the printout of the online application form for reference as candidates are required to quote their application no. and date of birth for downloading admit cards from our website: www.iocl.com or at (<https://www.iocl.com/PeopleCareers/job.aspx>)
5. The exact date of written test/interview shall be communicated separately. Candidates are thus advised to periodically visit our above website as all future correspondence and latest information with regards to written test/interview shall be only on our website and/or by email/sms-alerts.
6. Any corrigendum/addendum etc. or updates with regard to this advertisement shall be made available on our website: www.iocl.com or at (<https://www.iocl.com/PeopleCareers/job.aspx>)
7. Candidates have to apply for **ANY ONE DISCIPLINE CODE ONLY**. Candidates applying for more than one discipline Code will not be considered and their applications will be summarily rejected.
8. Wherever CGPA/OGPA or Letter Grade is awarded in the Diploma/Degree examination, its equivalent aggregate percentage of marks must be indicated in the On-line Application Form as per the norms adopted by University/Institute.
9. **The candidature of the applicant would be provisional and subject to subsequent verification of certificates and testimonials. In case, it is detected at any stage of engagement or thereafter, that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/doctored/false information/certificate/documents or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after engagement if any, his/her engagement is liable to be terminated.**
10. Engagement of selected candidates is subject to his/her being declared medically fit as per the requirement of the Corporation. All such engagement will also be subject to all relevant Rules/policies/guidelines of the Corporation.
11. The decision of the Management will be final and binding on all candidates on all matters relating to eligibility, acceptance or rejection of the applications, mode of selection, cancellation of the selection process either in part or full, etc. No correspondence will be entertained in this regard. Filling up of the seats is solely at the discretion of the management based on suitability of candidates and no claim will arise for engagement, if some of these seats are not filled due to unsuitability/insufficient number of candidates.
12. Applications/Registration which are incomplete or are received in any other mode/form, or not fulfilling the eligibility criteria and/or those received after the last date of receipt of applications shall not be considered "Eligible" and treated as "Rejected". Canvassing of any kind shall disqualify the candidate.
13. Mere selection in written examination or interview or empanelment after the selection process shall not confer any right of engagement to the applicants.
14. **Upon completion of the Apprenticeship period the Corporation shall have no obligation to offer employment to such apprentices NOR can an Apprentice claim right for employment on the grounds of completion of Apprenticeship.**

G. Requirement before filling online Application Form:

1. The candidate must have an active email ID and Mobile number which must be valid for at least 1 year as all future communications with candidates will take place through email/sms alerts. Candidates are advised to mention their correct email id/mobile number and keep checking their e-mail /sms messages as all future communications including communication to download admit cards for written test /interview shall be sent only through e-mail/sms alerts.
2. All the candidates are advised to keep a printout of the online application form as candidates must mention their application number and date of birth for downloading admit cards from the website www.iocl.com(Careers-> Latest Job Opening-> Engagement of Apprentices in Southern Region (Marketing Division)).
3. The candidate should have the scanned copies of self-attested photocopies of the following documents ready in pdf/jpg format (not exceeding size of 100kb each)-before applying on-line -
 - Xth std /SSLC /Matriculation certificate /mark sheet issued by concerned education Board as proof of date of birth.
 - Certificate of the prescribed educational qualification
 - Caste certificate if applicable.
 - Signature in black ink.
 - Recent colour passport size photograph
4. The candidate must ascertain the correctness of all information before filling in the “Online Application Form” and its final submission. The candidate shall be wholly/exclusively responsible for the information provided in his/her online application form.
5. **Cutoff date: The candidate must possess the prescribed qualification, age etc. as on 01.12.2016**

H. How to Apply:

1. The candidates meeting the prescribed eligibility criteria may apply online from **01.02.2017** to **13.02.2017** through the link which will be provided in our corporate website www.iocl.com(Careers-> Latest Job Opening-> Engagement of Apprentices in Southern Region (Marketing Division)). **Only online mode of applications will be accepted.**
2. After filling up the online application ,the scanned copy of the latest colour photograph, scanned copy of the documents namely proof of date of birth (Xth Std certificate/marksheet), prescribed educational qualification, caste certificate as applicable and signature to be uploaded without fail. In the absence of any single document, the application shall be summarily rejected. Eligible candidates will be intimated by e-mail/sms for downloading admit card for the written test.
3. Those applications which are incomplete/not uploaded with self- attested copies of certificates /not in line with the terms & conditions will be liable for rejection.

I. Verification of Documents :

The verification of the original documents shall be done at the time of conduct of personal interview. The following original documents along with a self attested copy should be furnished at the time of interview:

- a) Xth std /SSLC /Matriculation certificate /marksheet issued by the concerned education board as proof of date of birth. No other document will be accepted for verification of date of birth.
- b) Latest Caste certificate by reserved category candidates in the proforma prescribed by the Govt and issued by Competent Authority only.
- c) For claiming the benefit of OBC category, the candidate should submit a latest caste certificate (not more than 6 months old) in the proforma prescribed by Govt. of India, which would, among others, specifically mention that the candidate does not belong to the persons/sections (creamy layer) as mentioned in column 3 of the schedule to the Department of Personnel & Training, Government of India OM NO.36012/22/93-Estt.(SCT) dated 08.09.1993. Candidates belonging to OBC category but falling in creamy layer are not entitled to OBC reservation benefits. Accordingly, such candidates may choose to apply for the positions provided they meet the age criteria applicable to UR candidates and indicate their category as "UR". Indian Oil Corporation Ltd. (Southern Region) being a Central Public Sector Undertaking, only those communities that are mentioned in the common list of OBC approved by Central Government shall be treated as OBC for the purpose of reservation.
- d) Certificate from the Institute stating that the candidate has pursued through regular mode and the year of passing.
- e) Semester-wise / year-wise mark sheets of Diploma in Engineering/B.Sc (PCM).
- f) Final Diploma in Engineering/B.Sc Certificate issued by the respective Board

DATE OF OPENING OF ONLINE APPLICATION: 01.02.2017

LAST DATE OF SUBMISSION OF ONLINE APPLICATION: 13.02.2017

CHECKLIST OF DOCUMENTS TO BE UPLOADED WITH THE ON-LINE APPLICATION IN THE PORTAL :

Format : Jpg/Pdf ;Size –Not exceeding 100kb for each document.

1	Proof of Date of Birth – Xth std /SSLC /Matriculation certificate / marksheet mentioning the Date of Birth, School leaving certificate	
2	Certificate of the prescribed educational qualification	
3	Attested copy of the Caste certificate in the prescribed format issued by the Competent Authority if applicable	
4	Signature in black ink .	
5	Recent colour passport size photograph.	

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